

CALIFORNIA PHYSICAL FITNESS TESTING

Preparation Manual for Spring 2003 Testing and Reporting

Instructions and Reporting Forms

**November 2002
CALIFORNIA DEPARTMENT OF EDUCATION
STANDARDS AND ASSESSMENT DIVISION**

Table of Contents

Topic	Page
Changes in Reporting Requirements (Frequency)	1
Administering the Test	1
Student Participation	1
Test Materials, including Ordering Materials	1
Training Video	3
Collecting and Reporting the Results	3
Collecting School Results	3
What Must Be Collected?	3
Reporting Results to the State	3
Suggestions for Small Schools	4
Suggestions for MAC Users	4
Cost Reimbursement	4
Collecting and Reporting 2003 Physical Fitness Test Data	APPENDIX A
Electronic Reporting Options/Directions for 2003 Physical Fitness Test	APPENDIX B
School Record Layout	APPENDIX C
Student Record Layout	APPENDIX D
Sample School Data Collection Form	APPENDIX E
Sample Student Data Collection Form	APPENDIX F

Changes in Reporting Requirements (Frequency)

Beginning in 2000-2001, the CDE began submitting a report of statewide physical fitness test results to the Governor and Legislature every year. The completion of this task will require that districts submit the physical fitness test data they collect each year to the state. State, county, district, and school results will be reported on the Internet every year. Yearly data collection will allow for a consistency in testing and reporting.

Administering the Physical Fitness Test

Student Participation. All students in grades 5, 7, and 9 must take the physical fitness test during March, April or May 2003. Students are required to participate whether or not they are in a physical education class. Statute does not provide for exception; therefore, every effort should be made to test all students.

- **Students with special needs.** Students with special needs who are unable to take the entire physical fitness test should be given as much of the test as conditions permit. Students with special needs must be included in the physical fitness test with individual modifications and accommodations as needed. The IEP (Individualized Educational Program) team or the 504 team is responsible for deciding how children with special needs will participate.
- **Students on a block schedule.** A number of questions have been received about whether the requirement to conduct physical fitness testing during March, April, or May (the required testing window) applies to students on block schedules who are not in physical education classes during that time. The answer is yes. More importantly, if schools in your district are on a block, quarter or alternative schedule where students do not receive physical education for weeks or months at a time, those schools are in violation of the *Education Code* (sections 51210 and 51222). These schools must ask the State Board of Education (SBE) for a waiver for a physical education block schedule.

The SBE has a list of criteria for approving such a waiver. One of the criteria states, "Students are prepared for and participate in the physical performance testing as specified in the *Education Code*." Thus, in order for the waiver to be approved, the SBE expects schools to show evidence that all students will be tested during the testing window, in addition to providing evidence of having met other criteria. For a copy of the Physical Education Block Schedule Waiver Criteria, contact School Health Connections at (916) 319-0914.

Test Materials. The *Fitnessgram* will continue as the required fitness test designated by the SBE. The district physical fitness testing coordinator should determine test material needs for each school and place an order as early as possible.

Test Administration Manual - The second edition of the *Fitnessgram* Test Administration Manual that was used in 2002 will continue to be used in 2003. Although districts are not required to purchase copies of the second edition, it is strongly encouraged that the district physical fitness testing coordinator and every school administering the test purchase one.

Options for Measuring Body Composition - The two methods for measuring body composition discussed in the *Fitnessgram* Test Administration Manual are skinfold measurement and body mass index calculation. In addition to these two methods, automated skin fold calipers and bioelectric impedance instruments are permitted for measurement of body composition.

In the past, the use of bioelectric impedance devices for body composition assessment has been limited because they are expensive and require the use of small electrodes on the skin. Recently, a number of new devices have been released to the market that are less expensive and easy to use. The child simply stands on a device similar to bathroom scale (in bare feet) and the reading is read from the screen. Preliminary results with these devices show they are reasonably accurate so they can be used to complete the body composition assessment. The validity of “arm to arm” bioelectric impedance analyzers should not be used as the validity of these has not been established as clearly.

Research has shown that other automated or electronic devices such as the infrared interactance method does not improve the estimation of body fat and therefore, it is not valid enough to be used as part of the California physical fitness testing program. In addition, equations for children have not been validated.

Please note: automated skinfold calipers and bioelectrical impedance devices are not available from Human Kinetics. If you have questions about the allowable products, please contact the Standards and Assessment Division.

Software Packages - *Fitnessgram 6.0* includes a software package, available on CD, for entering data and generating reports. The new release of *Fitnessgram 7.0* which is a Web-based platform and has the ability for a school district-level user to view and use data in the program is expected to be released in January 2003. In addition, the new release will feature new or enhanced reports. Since the program will be Web based, the software will be available from any computer with an Internet connection. Although districts are not required to use the software component of the *Fitnessgram*, they may find it effective for student instruction and parent involvement. One of the features of *Fitnessgram 6.0* and *7.0* allows for export of student test data as text files. This allows for conversion of the *Fitnessgram* files into the required state format. (Software from previous *Fitnessgram* kits cannot export data into the required state format). If you wish to use this option, you must export the data using the custom format option and save the file as MS Excel 5.0. You must also complete the school data collection form for each school you are submitting. *Fitnessgram* software prior to version 6.0 cannot be used for transmitting results. The school demographic template can be found on Appendix E. Questions regarding the use of this reporting option should be directed to the state contractor who will be processing the physical fitness data.

- **Ordering Materials.** Test materials are not available from CDE. Materials may be ordered from John Klein at Human Kinetics. The toll-free number is (800) 747-4457 X 2361. You will need to leave a message, and Mr. Klein will return your call. You must talk to Mr. Klein prior to ordering any materials. Human Kinetics offers the supporting materials for test administration but they do not sell scantron sheets. You may purchase the manual or any of the materials separately. You may also purchase the entire *Fitnessgram 6.0* program, which includes the software package as well as the manual and supporting materials.

Information about *Fitnessgram* may be found on line at <http://www.humankinetics.com>. Select “Software,” go to “Physical Education,” and select “*FITNESSGRAM 6.0* Software and Manual.” Scroll down to find the table of contents for the Test Administration Manual.

Please note: Human Kinetics should be contacted for information about testing materials only. They are not prepared to respond to questions about physical fitness test administration policy, data collection, or electronic data transmittal. These questions should go to either the Standards and Assessment Division (policy) or to the state contractor (collections or transmittal).

Training Video. Proper administration of the *Fitnessgram* is included as a component of a training video about implementing the Physical Best program. This video, “Physical Best Instructor Video,” may be obtained from Human Kinetics by calling the number above or using the web site. Select “Videos” and type in “Fitnessgram.”

Collecting and Reporting the Results

Physical Fitness test results are due to the state by June 30, 2003. It is the responsibility of the district to determine how student performance data will be collected and recorded. Districts also are responsible for compiling student data in an electronic format to send to the state contractor. Districts must select one of the available options for sending the data to the state.

Collecting School Results and Compiling the Data. Appendix A, “Collecting and Reporting 2003 Physical Fitness Test Data,” provides a variety of steps a district could take to collect student data and transfer it to an electronic format. These suggestions, while not exhaustive, represent a summary of the procedures districts have used in past years.

Data Collecting and Reporting Services.

A small number of nonprofit and other agencies offer data collection and reporting services on a fee-for-service basis. Most of these agencies charge a small fee per student to cover costs. Districts are welcome to use these services if they choose. CDE will be working with a designated contractor to collect and compile data after it has been forwarded from the district or the agency the district has chosen to report their data. Mandated cost reimbursement has covered these costs in the past. For more information about these agencies, contact the Standards and Assessment Division.

What Must Be Collected? Data to be collected will include a record for each school and a record for each student, whether he or she was fully tested, partially tested, or not tested at all. Data will not be accepted without completed forms for all schools and students. Data that is submitted without a School Record Layout will be considered incomplete. Special care should be taken to make sure that all students have a date of birth and gender recorded. Without this information, student results cannot be calculated.

The information to be collected can be found on School and Student Record layouts and the Sample School and Student Data Collection Forms (Appendices C, D, E, and F). Information is the same on the respective forms, but formats are different. If the district plans to report school and student data to the state using FTP, e-mail, computer tape, CD-ROM, or diskette, the record layouts will be used. If data will be reported on-line, then the sample collection forms should be used.

Reporting Results to the State. Statewide data reporting in 2002-2003 will be done electronically. Districts will report physical fitness test results to the state by June 30, 2003. Districts or the agency the district has chosen to report their data will send results to the contractor working with CDE to collect and compile the data. Please read the “Electronic Reporting Options/Directions for 2003 Physical Fitness Test” (Appendix B) carefully for descriptions of the options available to districts in 2002-2003.

Data to be reported by districts will include summary information for each participating school and individual student records for every student in grades 5, 7, or 9. Please review Appendix C, "School Record Layout" and Appendix D, "Student Record Layout" for details on file specifications.

Suggestions for Small Schools. On-line data entry (Option 1 in Appendix B and Option II in Appendix A) is ideal for schools with small numbers of students. The on-line data entry forms (school and student) are duplicates of the Sample Data Collection Forms (Appendices E and F). After teachers hand-record student results, this information can easily be transferred to the Internet on-line entry form. The data is sent immediately to the contractor electronically. Questions regarding the use of this reporting option should be directed to the state contractor who will be processing the physical fitness data.

Suggestions for MAC Users. Schools and districts using a MacIntosh program **MUST** contact the state contractor prior to submitting data for special instructions.

Cost Reimbursement

Costs incurred to administer, score, analyze, and report results of the physical fitness assessment are recoverable as "state-mandated costs." Cost recovery is administered by the Office of the State Controller (OCS), which may be contacted at (916) 324-0256. You can also refer to the OCS web site for state mandated cost claiming instructions for 2002-2003. The address is <http://www.sco.ca.gov/ard/mancost/ins02x19.pdf> and go to pages 543-555.